



December 22, 2016

Dear S.T.A.R.S. Parents and Guardians:

As always, the City of Yucaipa appreciates your continued support of and participation in the S.T.A.R.S. Before and After School Program. S.T.A.R.S. strives to provide quality, affordable before and after school care for all of Yucaipa's youth. Unfortunately, due to the high volume of late and/or missed payments, this letter also serves to remind all parents/guardians that this is a **prepaid** program. All applicable fees are required prior to the week your child attends. As stated in your parent handbook, a \$5.00 late registration fee will be charged if a child attends prior to receipt of payment - no exceptions.

In an effort to ensure the success of the program, the following payment schedule will be enforced beginning on Monday, January 23, 2017:

- Participants may not attend future S.T.A.R.S. sessions or other City programs until past due fees are reconciled and registration for future services are prepaid.
- Registration will close at 9:00 p.m. on the Monday of each session (this includes both the 2-day and the 5-day options). Payment will not be accepted after 9:00 p.m. on Monday.
- A \$5.00 late registration fee will be charged to non-prepaid participants that attend on Monday.

The S.T.A.R.S. program policies and procedures of payment have remained unchanged and are available on the City's website at www.yucaipa.org or in the S.T.A.R.S. Parent Handbook. Your cooperation helps to ensure that staff is properly notified with their work schedule, that each site is suitably staffed and provides staff the ability to order materials and supplies for all registered participants.

Registration is accepted on a first come, first served basis at the Yucaipa Community Center (34900 Oak Glen Road) or online at <https://apm.activecommunities.com/yucaipa/Home>.

If you have any questions or concerns, please feel free to contact your child's S.T.A.R.S. staff onsite or Sarah Martinez, Community Services Coordinator, at (909)790-7460 ext. 322.

Thank you,

The City of Yucaipa's S.T.A.R.S. Before and After School Program

Acknowledgement:

I hereby acknowledge and confirm that I received and read the S.T.A.R.S. Before and After School payment schedule, effective January 23, 2017.

Parent/Guardian Name (Please Print)

Child's Name(s) (Please Print)

Parent/Guardian Signature

Date

